



---

Minutes - Approved

**Public Records Board**

August 31, 2020; 1:00pm  
Virtual Meeting via Skype

---

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, Abbie Norderhaug, Erin Scharlau and Melissa Schmidt

- 1) **Call to Order:** 1:04 PM. Board Chair, Paul Ferguson, welcomed everyone and called the meeting to order.
- 2) **Approval of June 15, 2020 Minutes:** The Board reviewed the June 15, 2020 draft minutes. Staci Hoffman moved, seconded by James Friedman, that the minutes be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 3) **Comments from the Chair:** Board Chair, Paul Ferguson, thanked everyone for attending via Skype again. At this time COVID-19 has not been resolved. Future meetings will continue to be held virtually as appropriate. When the Board can meet in person they will be meeting in different locations. He reminded everyone to double check the agendas for each meeting.

4) **Committee Reports**

a. **Records Management Committee**

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter Public Records Board (PRB) Records Series Indexes:** Committee Chair, Paul Ferguson, reported the Committee met on August 4, 2020 and that he was unable to attend so he asked Abbie and Erin to report on the meeting. They reported the submissions were routine and had nothing specific to discuss. Paul then opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. James Friedman moved, seconded by Abbie Norderhaug, that the submissions on the index be approved. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

b. **Operations and Training Advisory Committee:** The Committee Chair, Julie Laundrie, reported on items discussed at the July 28, 2020 meeting.

i. **PRB Training Materials:** The Committee reviewed proposed revisions to the informational sheets which coordinate with the current training PowerPoint presentations. The next step will be to discuss the updated drafts then review the PowerPoint presentations. The Committee intends to have revised drafts to present for review and approval at the November 23, 2020 meeting.

5) Adjourn: Paul Ferguson moved, seconded by Staci Hoffman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 1:38 PM.

Member	Aye	No	Abstain
James Friedman	N/A		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: November 23, 2020.